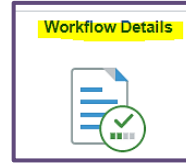
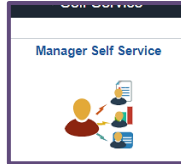


The **Workflow Details Page** provides the status and workflow location of pending PAC transactions and is viewable to users with the MSS role for transactions within their administrative department(s).

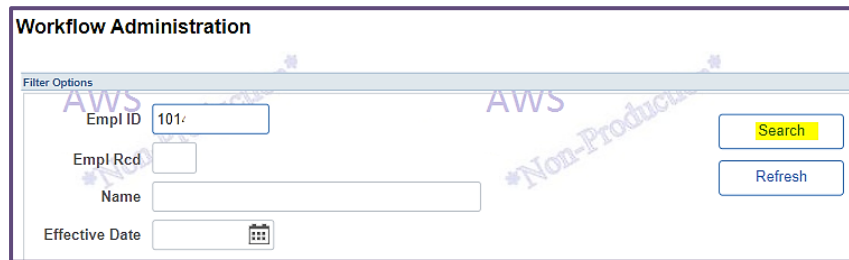
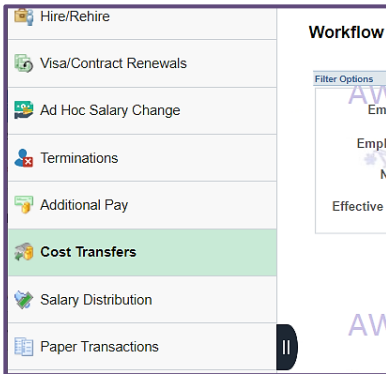
Access the Workflow Details Page

1. Navigate to my.columbia.edu
2. Select the **HR Manager** tab on top of the page
3. Scroll down and select the **People at Columbia (PAC)** icon and log in with your UNI and Password
4. Select the **Manager Self Service** Tile
5. Select the **Workflow Details** Tile




Select the Transaction Type from the left menu and Search

1. From the left menu, select the transaction type
2. Enter search data into the available field(s) and select **Search**



Select the Transaction from the Results List

Select the icon to the left of the desired transaction to view the details.

Search Results								
WF Id	Type	Empl ID	Rcd#	Deptid	Created/ Hire date	Seq (AP)	Alternate Employee ID	
 1283498	Cost Xfer	101...	0	4410103	04/22/2022	0	...	

Review Transaction Status

The overall status for the transaction as well as when it was initiated and by whom is shown in the **Details** section on the top of the page.

Details

WF Transaction Id 1283498 Cost Transfer **AWS** Morningside

Status Pending Initiated by [User] Yctrfoiaf L. Off

Cost Transfer Status Submitted on 04/22/2022 9:40AM

The **Transaction Details** section displays the specifics of the transaction.

Transaction details

Cost Transfer

Empl ID 10 UNI **AWS** Department 4410103

Name Job Code 314101

Transaction Details

[Filter] [Search]

Selected	Company	Pay Group	Pay End Date	Earns End Date	Off Cycle ?
----------	---------	-----------	--------------	----------------	-------------

The **Workflow Routing** section displays each level of approval review and the status at that level. If it was approved, it will display who approved it and the date and time of approval.

Details of Routing (steps)

Level 1 Admin Department Approver **AWS** Step 1 Seq# 1 DAFFE Role CU ACCT Approver 1

[Filter] [Search] 1-10 of 10

Line#	User ID	Department (Foreign)	Approval Action	Action Date
1	li...	Fbmq,Jwcmudvqj	Approved by Sequence Pool	04/27/22 10:30:42.000000AM

If it is pending at a specific level, the approvers queue it resides in are listed. This is helpful if you need to contact an approver regarding the transaction.

Level 2 Approval Step 3 Seq# 3 DAFFE Role CU ACCT Approver 2

[Filter] [Search] 1-7 of 7

Line#	User ID	Department (Foreign)	Approval Action	Action Date
11	e...	Juudqwawq,Bjbi Vdmsvz	Pending	
12	j...	Fbmq,Bjbi	Pending	

Getting Help

If you have any questions, please contact the [HR Service Center](#) where you can log an incident or request a service, or you can contact them by phone at (212) 851-2888.